

**MEETING AGENDA**  
**DIVISION OF NATURAL SCIENCES AND MATHEMATICS**  
**WESTERN OREGON UNIVERSITY**

*June 4, 2013; NS215 4:00 PM - NOTE TIME AND ROOM*

**I. ROLL CALL / APPROVAL OF AGENDA**

**II. APPROVAL OF MAY 2013 MINUTES** *p. 2-3*

**III. ANNOUNCEMENTS**

- a. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2013; Division Report Due to Dean August 2, 2013
- b. WOU Office of Admissions 2012-2013 Recruitment Dates: Summer SOAR: June 28, July 12-13, July 27.
- c. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair - Dean-Provost - President
- d. 2012-2013 Annual Classroom Observations - submit as completed to division chair for personnel file
- e. Welcome: Jeanie Stunzner, new Administrative Program Assistant
- f. President Weiss Retirement: Campus meetings with Interim OUS Chancellor Rose on Thursday, June 6<sup>th</sup> *p. 4*
- g. New Incoming LAS College Dean: Dr. Susanne "Sue" Monahan; contract begins August 15
- h. Niki Retirement Celebration - Friday June 7, 5:30-8:30++ PM; Ron's Pond Airlie Road; Potluck Theme: *p. 5*  
"Chef's Choice - Family Celebration"; Niki's last day will be July 19. Congratulations and thanks to Niki.
- i. Niki / Jeanie Office Coordinator announcements; Budget / procurement spend down

**IV. OLD BUSINESS**

- a. DeVolder Family Science Center - Construction/Budget Updates
  - i. DFSC Equipment and Computer Purchasing / Status: purchasing initiated, budget finalized
  - ii. DFSC Copier Addition / Status: purchasing initiated, vendor Pacific Automation; model: Canon Image Runner 4055, similar in style/use to existing copiers.
  - iii. DFSC Furniture: office layouts + styling complete; student lounge areas in progress
  - iv. Projected "Substantial Completion" / Commissioning Date: Last week of June; building electrical "on"
  - v. Official "Moving Date": T-W July 30 and 31; contracted movers on campus
  - vi. Ribbon Cutting Ceremony - Start of Fall 2013 Term
- b. DeVolder OSII Staff Request-Status: "Denied" by VP Scheck and President Weiss; Taylor will revisit topic with administration in Fall term after the building is open and reality is established.
- c. Geographic Information Science Minor: approved by division + campus curriculum; 400/500 courses approved by grad. Committee; proposal vetted as new business and on the table of faculty senate, will be on the agenda as old business at July faculty senate meeting.
- d. Summer Classes: CH100 classes cancelled to focus energy on moving to new building.

**V. NEW BUSINESS**

- a. 4:30 PM Visitor Amanda Litzinger; Abby's House - Mandatory Reporting of Sexual Assault *p. 6*
- b. Faculty Senate Committee Assignments (*Taylor Note: I still have not rec'd any explicit calls from fac. senate on either of these topics*). See attached for current committee list. Recommend: default holding pattern with committees as is, until welcome-back week Division Meeting in Sept.

**VI. REPORTS**

- a. NSM Budget Report *p. 7*
- b. Faculty Senate
- c. Faculty Development Committee
- d. Academic Infrastructure Committee
- e. AFT/WOU
- f. Curriculum Committee
- g. Academic Requirements Committee
- h. PRC / Tenure and Promotion
- i. Complaints

**VII. FINAL COMMENTS AND ADJOURNMENT**

*Year-end thanks to all colleagues! Have a good summer!*

*Other Business  
- Sir Course Evaluations p. 8  
- Faculty Profiles / PR p. 9.*

**DIVISION MEETING MINUTES  
DIVISION OF NATURAL SCIENCES AND MATHEMATICS  
WESTERN OREGON UNIVERSITY**

*May 7, 2013; NS215 4:00 PM – NOTE TIME AND ROOM*

**I. ROLL CALL / APPROVAL OF AGENDA**

The meeting was called to order by Steve Taylor at 4:08 pm. In attendance: Erin Baumgartner, Kristin Latham, Mike LeMaster, Cheryl Beaver, Arlene Courtney, Patty Flatt, Hamid Behmard, Breann Flesch, Jeff Templeton, Mike Ciancetta, Laurie Burton, Rahim Kazerouni, Michael Baltzley, Steve Taylor, Niki Winslow.

Addition to agenda: there will be no regular tours of the DeVolder building until the flooring is completed.

**II. APPROVAL OF APRIL 2013 MINUTES:**

Corrections to April minutes: SOAR dates following June 28 are July 12-13. Under Old Business: C: APA replacement: Jeff Templeton (not Myers) and Bryan Dutton are added to APA search committee. Minutes are approved with corrections.

**III. ANNOUNCEMENTS**

- a. Annual Reporting Process: Faculty Annual Reports Due to Dept.+Division Chairs June 30, 2013; Dept. Reports Due to Division Chair July 19, 2013; Division Report Due to Dean August 2, 2013
- b. WOU Office of Admissions 2012-2013 Recruitment Dates: T-SOAR May 18, Summer SOAR: June 28, July 12-13, July 27.
- c. Chain of Communication: Faculty/Staff - Dept. Chair - Div. Chair –Dean-Provost –President
- d. Vans spring term – field trips – April and May – 2 van rental for 2 months.
- e. 2012-2013 Annual Classroom Observations – submit as completed to division chair for personnel file
- f. NSM Division Student Recognition Night: Thursday May 30 – SEE OLD BUSINESS BELOW
- g. Congratulations/Welcome to Matt Nabity for conversion to Tenure-Track Assistant Professor of Mathematics, starting Sept. 15, 2013.
- h. Niki Retirement Celebration – Friday June 8, 5:30-8:30++ PM; Ron's Pond, 16300 Shady Lane, just off Airlie Road; Potluck Theme: "Chef's Choice – Family Celebration"
- i. Niki / Office Coordinator announcements; Budget / procurement spend down

**IV. OLD BUSINESS**

- a. NSM Student Recognition Night, Thursday May 30 at Willamette Room, WUC, 5:45 refreshments, program starting at 6:00. Student awards information needed by noon, Friday, May 10. Award information should be to Sharon Price by Monday, May 13.
- b. Dean LAS Search Process. The first candidate withdrew his candidacy. There will be a web link for faculty to make opinions of the other two candidates known.
- c. DeVolder Family Science Center – Construction/Budget Updates
  - i. DFSC Equipment and Computer Purchasing / Status: We should have information by May 7 or 8 regarding proceeding on purchasing equipment for the DFSC.
  - ii. DFSC Copier Addition / Status (admin. Purchase vs. Lease, vendor selection). Niki and Steve have worked on proposals to Darin Silbernagel regarding lease/purchase of copier for DFSC.
  - iii. Projected "Substantial Completion" / Commissioning Date: Last week of June
  - iv. Official "Moving Date": T-W July 30 and 31; contracted movers on campus
  - v. Ribbon Cutting Ceremony – Start of Fall 2013 Term
- d. APA Replacement / OSII Staff Request-Status "Approved" in FY2013-14 Budget; APA Search Committee. Interviews for APA began April 30 and continued through May 7.

**V. NEW BUSINESS**

- a. New Program Proposal: Geographic Information Science Minor + Post-Baccalaureate Certificate. We have been given a tentative green light to hiring a tenure track Earth Science faculty member for GIS digital cartography and remote image focus. Jeff Templeton discussed a 24 credit program producing a certificate

that people need for employment.

- b. Summer Registration – low enrolled courses (<10) as of June 2, 2013 for first section in administrative review

## VI. **REPORTS**

- a. NSM Budget Report
- b. Faculty Senate: Breeann reported a possible new method of disbursing money to the Universities as per student cost, like Engineering vs. history. They are encouraging students to declare majors. No money is funded if majors are not declared. This may not have a large impact on WOU as a whole. Tad Shannon is the new Faculty Senate president. Erin will be the new secretary of senate next year.
- c. Faculty Development Committee: All funds have been awarded for this school year. Division travel funding has been awarded as well.
- d. Academic Infrastructure Committee: Kristin will ask what the due date of naming a new committee member is.
- e. AFT/WOU: won't resume meeting until next fall. There are a few lingering articles under discussion.
- f. Curriculum Committee: Patty reported on a programmatic change to the Forensics Major, allowing certified program for Forensics Accreditation Commission, standardization. Patty will send a copy of proposal to the division. Matt mentioned the new GIS position, and a new AB program. Laurie moved that Matt move that the new program be brought to the division before it is voted on in Senate. The new Gerontology program got through in Psychology.
- g. Academics Requirement Committee – Math Completion Time. This topic requires more discussion. The issue is regarding an Academic Notice (terminology not yet determined) if students have not completed math requirements within their first 90 credits.
- h. PRC/ Tenure and Promotion: Work completed for the year.
- h.1. See page 10 of handouts
- i. Dept. Report: MTH67/68 ALEKS; Math Drop-In Tutoring. ALEKS are five week online courses, 2 credit, P/NC with pre and post tests. Math may request this be changed to a permanent course in the fall. The mathematics dept. will now be managing all math tutoring on campus. Drop-in tutoring will be provided in Hamersley Library 228. Math and Academic advising will budget for the student math tutor.  
Biology is ready to start the online biology placement exam.  
A new chemistry prep course for Ch 221,222 and 223 has been entered as a temporary course under Ch 150. It will be available fall term.
- j. Complaints – Ava on annoying use of “all fac/staff” email

## VII. **FINAL COMMENTS AND ADJOURNMENT**-meeting adjourned 5:15pm



Steve Taylor <taylors@mail.wou.edu>

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## [All Faculty/Staff] 2nd Opportunity--June 6 Meetings w/ Interim Chancellor Melody Rose

1 message

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Dianna Nickelson <nickeld@wou.edu>

Wed, May 29, 2013 at 9:13 AM

To: allfacstaff@wou.edu, students@wou.edu

With the recent announcement from President Weiss regarding his plans to retire next year, this is a second opportunity to meet with Interim Chancellor Melody Rose on Thursday, June 6th, where she will meet with various constituencies of our campus community to provide for an opportunity to ask questions and share thoughts as the Chancellor's Office prepares for a Presidential search. We hope that you can make every effort to attend a group forum. The forums will take place in the Werner University Center Willamette Room.

11:00-11:45 a.m. STAFF OPEN FORUM

Noon-12:45 p.m. FACULTY OPEN FORUM

1:00-1:45 p.m. STUDENT OPEN FORUM

We hope that you will take this very important opportunity to share your thoughts.

Dianna Nickelson  
Executive Assistant to the President  
Western Oregon University  
345 N Monmouth Ave  
Monmouth OR 97361  
503 838 8888

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*June 7, 2013*

**Niki's  
Retirement  
Celebration**

**TIME:  
5:30 PM—8:30 PM**

**Location:**

**Ron's Pond**

(Off Airlie Road)

**16300 Shady Lane Rd  
Monmouth Oregon  
97361**

All Natural Science /Math  
Colleagues, emeritus faculty,  
family & friends are invited!

Bring your potluck dish of  
"Chef's Choice—  
Family Celebration"  
Appetizer, salad, main dish,  
sides and desserts.  
(Vegetarian options available)  
And your drink of choice.  
(Basic kitchen facilities are there)

In honor of our long-time  
friend, colleague and NSM  
Division Office Den Mother,  
Niki Winslow

Looking forward  
to a great evening in celebration  
of Niki's retirement & new  
adventures that await her!

Please Sign up on sheet!  
If you have questions, please contact:  
Steve Taylor  
taylors@wou.edu  
(503) 838-8398

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Western Oregon  
UNIVERSITY  
powered by Google

Steve Taylor <taylors@mail.wou.edu>

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## Re: Abby's House Mandatory Reporting Request

1 message

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Steve Taylor <taylors@wou.edu>

Mon, May 13, 2013 at 5:43 PM

To: Amanda Litzinger <alitzinger09@mail.wou.edu>

Hi Amanda - no problem. Our next division meeting is the last for the year, Tuesday June 4, 4 PM, NS215. This is typically a very low attendance meeting, as every one is tanked at the end of the year, but we have new staff coming on board, so it may attract a higher no. of faculty than usual.

Please plan on 5-10 minutes of the meeting to discuss your topic, 4:15 PM or so, that will give me time to start the meeting. Please remind me of this as the meeting approaches, but no problem. If you show up, I'll fit you into the program, on the fly as needed.

Good effort.

s.t.

On Mon, May 13, 2013 at 5:30 PM, Amanda Litzinger <alitzinger09@mail.wou.edu> wrote:

Hello Dr. Taylor,

My name is Amanda Litzinger and I am an advocate at Abby's House. This year we have attempted to develop our outreach program and have begun to train individuals on how they can be successful mandatory reporters. With recent events in the community highlighting the important role a campus can play in sexual assault reporting, Abby's House would like to offer our services to your faculty members.

We recently developed a standardized script that can be helpful when speaking with a student who wants to talk about an incident of sexual misconduct. I am emailing you in hopes that you could permit 5-10 minutes at your next division meeting for myself or an advocate to come explain the script and address any other questions related to the mandatory reporting process.

Professors play such a major role in the lives of students at Western and I hope that providing this information could help faculty members prepare themselves for when these difficult situations arise.

Thank you for your time and if you would permit us to speak briefly on this new resource, please let me know when your next meeting will be held.

Sincerely,

Amanda Litzinger

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**Amanda Litzinger**

ASWOU Judicial Administrator

Office: (503)838-8556

Abby's House Advocate

WUC108: (503)838-8219

<b>Budgeted amount for Supplies and Services NSM902 (July 1, 2012)</b>		<b>\$31,875</b>	
	Expense	<b>\$31,875</b>	
<b>ESTIMATED GENERAL OFFICE OPERATING EXPENSES</b>		<b>\$26,875</b>	
Telecom (Phones and Networking)	260	\$260	
Copiers (with credit)	8450	\$10,000	
Office Supplies & Book Store	7402	\$7,400	
Postage	300	\$300	
Duplicating Services	670	\$1,300	
Faculty travel	4000	\$4,000	
Physical Plant - work orders	200	\$1,578	
Telecommunication wiring	245	\$600	
Miscellaneous	1437	\$1,437	
<b>TOTAL ESTIMATED GENERAL EXPENSES</b>		<b>\$26,875</b>	
<b>MATHEMATICS</b>	NSM902 Starting	\$5,000	
Money already spent	NSM902 (ck Sharon's totals)	\$5,000	
NSM941 Lab Fees		\$2,478	
SEP/DEP MTH70-95 - Course-Related Toner-Copier-Supplies			
NSM941 Lab fees expended		\$1,655	
Balance	Total balance	<b>\$823</b>	
<b>SCIENCE DEPARTMENT BUDGETS STARTING July 1, 2012</b>		<b>\$185,000</b>	
<b>BIOLOGY</b>	NSM960 Starting	<b>\$62,941</b>	\$62,941
Summer lab fees rolled over into 2012-13		\$5,186	
Money already spent		\$64,945	
Balance		<b>\$3,182</b>	
<b>CHEMISTRY</b>	NSM961 Starting	<b>\$32,202</b>	\$32,202
Summer lab fees rolled over into 2012-13		\$861	
Money already spent		\$29,055	
Glass Breakage + Goggle Fees		\$5,000	
Balance		<b>\$9,008</b>	
<b>EARTH &amp; PHYSICAL SCIENCE</b>	NSM962 Starting	<b>\$51,231</b>	\$51,231
Summer lab fees rolled over into 2012-13		\$1,834	
Money already spent		\$51,707	
Balance		<b>\$1,358</b>	
<b>NATURAL SCIENCE STUDENT INFRASTRUCTURE AND OVERHEAD</b>			
<b>STUDENT LAB NETWORK</b>		<b>\$2,000</b>	\$2,000
Money already spent		\$0	
Balance		<b>\$2,000</b>	
<b>STUDENT PAPER</b>		<b>\$5,000</b>	\$5,000
Money already spent		\$5,000	
Balance		<b>\$0</b>	
<b>FIELD TRIP</b>		<b>\$6,000</b>	\$6,000
Money already spent		\$3,957	
Balance		<b>\$2,043</b>	
<b>EQUIPMENT REPAIR</b>		<b>\$4,000</b>	\$4,000
Money already spent		\$3,165	
Balance		<b>\$835</b>	
Millipore DI Water Purifier		\$4,276	\$4,276
MedEquip Maintenance		\$2,400	\$2,400
NW Natural Gas		\$150	\$150
		<b>\$6,826</b>	
<b>Contingency 8% of Total NSM922 Budget</b>		<b>\$14,800</b>	\$14,800
<b>TOTAL</b>			<b>\$185,000</b>



Steve Taylor <taylors@mail.wou.edu>

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## Fwd: Important Information on Course Evaluations

1 message

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Steve Taylor <taylors@wou.edu>  
To: taylors@wou.edu

Tue, Jun 4, 2013 at 11:28 AM

----- Forwarded message -----

From: **Steve Scheck** <schecks@wou.edu>  
Date: Tue, Jun 4, 2013 at 11:23 AM  
Subject: Important Information on Course Evaluations  
To: taylors@wou.edu

Hi Steve,

I know this is a long email, but please stay with me for just a few minutes...

Improving online course evaluations at WOU has been challenging and slower than we would like; although there are lots of opinions about what to do, there aren't any easy solutions. We're working on key problems: specifically, the overall low response rate, the way the data is analyzed and reported, and ineffective communication about the process. We've been testing some new ideas these last two terms, and we're going to be rolling out more changes throughout the coming year.

This term we implemented a full communication campaign over the 3-week window including everything from electronic messages on 54 cardiovascular machines at the Health & Wellness Center, promotional ads on multiple WOU websites, Moodle, and the Portal page, to posters, individualized emails to students, and information on 15 electronic video screens across campus. To build awareness of the course evaluation window, we included an incentive to students - an iPad mini.

Obviously, we can't offer an expensive incentive every term. First, state laws prohibit us from buying gifts with state money even if we had such a budget luxury - so the money for this one was donated to WOU. Second, we want to build a culture where students participate because they care and know they're being heard, and faculty gain good, valid information to help them in designing and teaching courses. But for this term, it seemed a good compromise to "wake up" students and get them to actually learn how to do the evaluations by doing them. (With the low response rates of prior terms/years, some students have likely never opened the evaluation!)

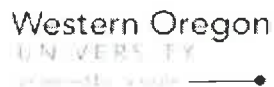
So far, it looks like we're succeeding in that goal. As of this morning, we've already had over 7300 course evaluations finished. That means that in just over one week, we've already accomplished 117% of the number finished in the full three-week evaluation period in Spring 2012. We are monitoring the response rate, and have tactics planned to prime students to participate even up until the very end of the window of time.

But - I need your help. Please talk about the course evaluation with your students this next week and share how you've used information from either this process or your own surveys to improve your classes. I hear these stories in one-on-one conversations so I know some of you have changed how you pick textbooks, others have added or taken out certain activities based on student feedback, and some have tested innovative approaches and adopted them when students flourished. Students want to know that WOU and their teachers are listening - please take a few minutes to remind them that we are waiting to hear from them.

Thanks for your time and good luck on the close-out of the academic year.







Steve Taylor <taylors@mail.wou.edu>

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## Re: Natural Sciences and Mathematics/Faculty Profiles

1 message

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**Nicole Larsen** <nilarsen12@mail.wou.edu>

Fri, May 17, 2013 at 3:30 PM

To: Steve Taylor <taylors@mail.wou.edu>

Good afternoon Mr. Taylor:

I am student worker with the Public Relations Office. I am currently working with my supervisor, Denise Visuano, to create professor profiles for every major/minor offered at WOU. Profiles would include a brief biography and a photograph of the professor.

As you are the Division Chair of Natural Sciences and Mathematics, I was hoping you could recommend a faculty member in the following areas to create profiles on:

- Biology
- Chemistry
- Earth and Physical Sciences
- Mathematics
- Nursing (OHSU/WOU Partnership)
- Physics

Public Relations would be using the information and the images collected as part of the recruitment materials Ms. Visuano designs for the Admissions Office - the Viewbook and various brochures for campus services and programs - included are full-color individual flyers for each major and minor. These are printed and mailed on request by Admissions as part of the recruitment packages. The flyer text is updated with each new catalog, and reviewed by the heads/chairs/faculty as determined by the department or division.

Additionally, the PR department is also working on a new blog site, that will focus on stories from our students, faculty, staff and alumni. Ms. Visuano is planning to include small vignettes on those webpages to highlight even more of what we have to offer here at Western.

In advance, I thank you for your assistance with this project.

Best,

**Nicole Larsen**

WOU Public Relations Office

Programming Assistant

503-838-8208 ex. 88814

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